



Woodrow First School

Admissions Policy

Signed by:	
Reviewed by	Linda Hall
Head Teacher	Richard Kieran
Chair of Governors	Reg Moore <i>Reg Moore</i>
Date Adopted	September 2024
Date of Review	September 2025

School Places

Woodrow First School & Nursery is a community school with children in Reception through to Year 4. Each year group is organised into two classes. In Reception we have 60 places available each academic year and children are admitted to the school in accordance with the Worcestershire County Council Admissions Policy.

In addition we have a Nursery class with 52 places split across two sessions, morning and afternoon. For details of places please refer to our Nursery Admissions Policy.

Our Aims and vision

At Woodrow we encourage our children to enjoy the challenge of learning, through a broad and balanced curriculum, enabling them to develop their individual potential in a secure and caring atmosphere. We aim for children to develop their understanding of themselves, their community and the wider world. We value children for what they are as much as for what they will become. We give everyone the opportunity to succeed and celebrate achievements.

In school we focus on being "Ready, Respectful and Safe" so that we can achieve our school motto:

"We care, we share, we learn together"

This was developed by the whole school community. Following this, the children developed our school aims as:

"The Woodrow Way"

- Love learning
- Get smarter by learning together
- Make the right choices
- Believe in yourself
- Believe in others
- Don't beat yourself up
- Don't put yourself down
- Respect and protect each other with safe ways
- Wait for the right time to speak
- At Woodrow we are workers

At Woodrow we attach great importance to providing a caring, supportive community in which our parents, staff and governors can work together in the education of our children.

At Woodrow we admit pupils irrespective of their gender, race, creed, disability or special educational needs

Admission arrangements

Woodrow admits children into mainstream school in September, in the school year in which they are five. In order to ensure a smooth transition from nursery, playgroup or home to the Reception Year at Woodrow First School, Reception staff visit the homes of children who are starting Reception but have not been to our Nursery. In June the children may visit several times for 'Stay and Play' sessions before actually starting school. This allows them to become familiar with their new environment and meet some of the children already in school. Meetings are held for parents, to acquaint them with school procedures before their children start.

Our intention is to admit all children starting the Reception Year within the first full week of the September term. Initially children will attend either a morning or afternoon session and providing your child is settled they will then attend on a full time basis.

Statutory Requirement

By law, children are not required to attend school until the term following their 5th birthday, however in line with Worcestershire County Council Admissions Policy we encourage parents to admit their child to school in September.

Worcestershire County Council Admissions Policy

The admissions policy for 2025/26 can be found in the 'Information for Parents', issued annually by Worcestershire County Council. A copy is available upon request at the school office or online at

<http://www.worcestershire.gov.uk/schooladmissions>

The Reception year group from 1st September 2025– 31st August 2026 is for children born between **1/9/2020– 31/8/2021**.

Applications must be made on online and it is **very important** that you apply by the closing date as applications received after the deadline will be classed as late and you may be unsuccessful, even if you meet all other admission criteria.

Applications open: 1st September 24

Closing Date: 15th January 2025

School Offer Notification Date: 16th April 2025

If you require assistance with the application process please ask at the school office

Middle School Transfers

Children attending Woodrow First School transfer to a range of Middle Schools, across Redditch at the end of Year 4. We work very closely with all of the schools to ensure a smooth transition takes place. There is a transition programme in place which allows for children to attend activities at the various Middle Schools and two days of induction at the end of the Summer Term.

In Year Transfers

If you wish to apply for a school place at other times we would encourage you to contact the school who will confirm whether we have places available, arrange for you to visit school, meet with the Head Teacher and to agree a convenient start date. Parents or carers seeking to transfer to a school that does not involve a house move, or where there is no need for an immediate move, need to be aware that any date set for joining the new school may be after the next term or half term holiday and that parents/carers are responsible for ensuring their child continues to receive appropriate education in the interim

When a pupil joins or leaves Woodrow First School & Nursery outside the normal transfer time we will send the Local Authority the following information within 5 working days:

- Full name of pupil
- The full name and address of any parent with whom the pupil lives (including at least one phone number for the parent)
- The full name and address of any parent who the pupil is going to live with, and the date the pupil is expected to start living there if applicable
- The name of the destination school, and the expected start date, if applicable
- The ground in regulation 8 under which the pupils name is being removed from the register